



**CARLINGHOW**  
ACADEMY

A Great Heights Academy Trust School

## Health and Safety in P.E Policy.

<b>Approved by:</b>	Governing Body		
<b>Responsible department:</b>	SLT		
<b>Last review date:</b>	October 2024	<b>Last reviewed by:</b>	SLT
<b>Last updated:</b>	June 2023	<b>Last updated by:</b>	J. Fitzgerald
<b>Next review due :</b>	October 2025		

### **School Aims/Vision and Implementation**

Carlinghow Academy aims to provide children with the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable all children equally to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.
- Implementation of the whole school behaviour policy which encourages respect, inclusion and the right to feel safe
- A whole school focus to coincide with anti-bullying week to raise awareness among children, parents and staff

### **Equal Opportunities**

Our school seeks to foster warm, welcoming and respectful environments, which allow us to question and challenge discrimination and inequality, resolve conflicts peacefully and work and learn free from harassment and violence.

We recognise that there are similarities and differences between individuals and groups but we will strive to ensure that our differences do not become barriers to participation, access and learning and to create inclusive processes and practices, where the varying needs of individuals and groups are identified and met. We therefore cannot achieve equality for all by treating everyone the same.

We will build on our similarities and seek enrichment from our differences and so promote understanding and learning between and towards others to create cohesive communities.

Our school is clear about the need to actively support pupils from different religious backgrounds to participate in school trips and visits.

The school will consider what reasonable adjustments need to be made to enable all children to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that all pupils can participate. In doing so, pupils, their parents and will be consulted.

**This policy...**

- sets out the responsibilities for health and safety management in PE;
- offers PE within a well-managed, safe and educational context;
- establishes common codes of practice for staff and pupils;
- states common administrative procedures;
- ensures that statutory and local authority requirements are followed.

**Rationale (for teaching risk management in PE):****It will contribute to...**

- an appropriate balance between challenge with good practice in PE;
- involving pupils in their own safety and enabling independent participation later in life;
- fulfilling the requirements of the national curriculum for physical education.

**Context (for teaching risk management in PE):****It will help ensure...**

- forethought and sound preparation;
- an environment which is safe for activity;
- appropriately supervised activities;
- the provision of basic care in the event of an accident;

**Roles and Responsibilities Safety functions of the Subject Leader**

In the day-to-day management of health and safety in physical education the PE Coordinator's role is to ensure:

- there is a clear physical education safety policy
- all staff understand their roles
- procedures and systems for ensuring safety exist
- policy and procedures are systematically monitored and reviewed
- there is a smooth flow of health and safety information
- training in health and safety is available to all staff
- there is co-operation with senior managers on health and safety matters
- risk assessments are produced and implemented
- the competence of staff contributing to the physical education programme is monitored

**Safety functions of teachers and support staff.**

All teachers and support staff should;

- take reasonable care of their own, pupils' and others' health and safety
- co-operate with senior managers over safety matters
- carry out their work in accordance with training and instruction
- carry out delegated health and safety tasks
- follow school procedure in reporting any serious risks and failures in safety arrangements
- not misuse health and safety equipment

### Efficient information flow

Health and safety information is shared via staff meetings, access to notices, bulletins, newsletters etc from the LA/DfE and the P.E policies and risk assessments are made available to all/now stored electronically on the school network. All medical information can be located in the medical room in school. All documentation is checked and amendments made as necessary annually.

### Training for staff.

Staff new to the school will receive an induction which includes routines for moving equipment and small apparatus, emergency procedures, safe handling of gymnastics equipment and will seek further advice on using equipment before use.

There will be ongoing training for staff when new equipment or procedures are introduced, to test emergency and accident procedures and to provide refresher courses for experienced staff and ASL.

### Equipment maintenance

The equipment and facilities are routinely checked to identify any signs of wear and tear that may cause injury. Any defective items are immediately taken out of use and SPIE are notified to fix or advise on further H and S needs when using this piece of equipment.

There is a routine for checking equipment and reporting faults.

When	Person responsible	Reporting mechanism
Every lesson	Teacher	Not formally recorded part of the lesson preparation
Annually	SPIE	Faulty or equipment which poses a risk, is identified to SLT and next steps identified.

### Purchasing and storage of equipment

All items purchased comply with the appropriate British Standards (CE, BSI, BSEN etc) taking into account the nature of the usage, age of pupils, etc.

No items are donated or borrowed from home unless checked with SLT for safety and suitability.

All equipment is stored safely and securely in the P.E cupboard/Outdoor sheds. Storage areas must be kept tidy and allow safe access for staff, pupils do not go into these areas. Our Sports member of staff routinely ensures the P.E area is kept tidy and is a safe/practical space to use.

### Disposal of Equipment

Equipment deemed to be in a defective state and/or unserviceable ("condemned"), where identified by the specialist inspection company or by staff and confirmed by the SLT is taken immediately out of use and correctly disposed of as soon as possible to prevent inappropriate usage.

"Condemned" items of equipment are not to be used for other non-PE purposes.

## **Accident and Emergency procedures**

All accidents are recorded following the school's first aid policy.

The procedure for dealing with an accident during curriculum lessons, break time activities and out of hours learning activities are as follows:-

The class teacher/qualified coach will deal with the accident but the school has designated first aiders who will administer any first aid required.

If an accident happens outside, a member of staff will radio in for a first aider.

Medical boxes are kept in classrooms, the hall, the staffroom, and pupils' contact details are kept in the office. Medical boxes, radios and class inhaler boxes will be taken to the hall or outside for PE lessons.

A record is kept of any accidents. Should any head accidents occur, they should be reported to the office and parents will be informed immediately. A pupil accident report slip will be sent home with children.

In the event of an accident happening off-site, mobile phones would be used to contact parents. If the tournament/fixture was out of school hours when the office was closed, parents contact numbers would be taken to the event.

## **Lifting and carrying apparatus and equipment**

### **Lifting and carrying policy**

The pupils are taught to move the gymnastics apparatus correctly

- Four children to a mat
- Four children to carry the table top boxes, two each side
- Four children to carry the benches not at ends but opposite each other side to side.

Staff check equipment visually at the beginning of each lesson and before children work on gymnastic apparatus, checking spacing, connection, stability, appropriateness to the age and ability of the group and the tasks set.

## **Medical Information**

**All class teachers are informed of medical issues and details are kept in Rainbow room.**

Medical issues are recorded on the school network and in the medical room folder. Inhalers kept in a bags in the classrooms.

Preventative or emergency inhalers will be taken out by class teachers for outdoor activities and into the hall for PE.

Supply teachers will be informed by class teacher of any medical issues within the class as set out in the supply teacher folders for each class.

## **Jewellery**

Pupils and staff should **not** wear any jewellery, including ear rings/studs when engaged in physical education or school sport. Staff may wear wedding ring and discrete watch.

Children are advised not to wear jewellery for school in line with our uniform policy.

Children who have recently pierced ears may have them taped while they are healing.

If jewellery cannot be removed then teacher decides if task-situation can be amended to enable participation/ if not pupils don't take part and informs parents of the concerns. Teacher regularly checks for body piercings.

### **Clothing and footwear**

Expected PE clothing:

Indoors: white t-shirt/coloured house t-shirt, navy, blue or black shorts

Outdoor: Navy or black sweat top and jogging bottoms for winter, white t-shirt/coloured house t-shirt and navy/blue/black shorts in summer

Swimming: A (one piece) swimsuit and swimming cap. Swimming trunks for boys.

Dance and gymnastics will be done in bare feet, where the floor surface is suitable. Children are not allowed to work in socks. Where barefoot work is not possible, children will wear plimsolls or similar soft-soled footwear.

Children with verrucas should keep them covered and wear suitable footwear.

Long hair should be tied back, chewing gum and sweets are not allowed.

Headscarves must be secured safely.

Religious artefacts must be removed or made safe. If removal is expressly forbidden and the article cannot be made acceptably safe by taping, padding or covering, the activity and involvement of the pupil will be suitably modified to mitigate undue risk.

If children have to wear long trousers for religious reasons, they must wear close fitting leggings. Special care must be taken so that they do not slip on certain apparatus.

All staff should wear appropriate footwear and dress for P.E and they should get changed at lunchtime before the session. As a staff team, we model the high standards of dress we expect from the children in line with school policy.

### **Pupils with special education needs**

The school aims to maximize all pupils' participation in physical education and schools sport. Pupils with SEN pupils participate in lessons in a manner appropriate to their ability and the safety of themselves and others. We use the STEP process to ensure P.E is differentiated appropriately.

Staff working with SEN pupils will:

- know the nature of the pupils learning difficulty, disability or emotional or behaviour needs.
- Be aware of any constraints on physical activity as a result of the disability or regime of medication
- Be able to provide the emergency treatment necessary of the physical activity exacerbates the disability

### **Changing Routines**

KS2 will change in the changing rooms in spate girls and boys changing facilities. KS1 will change in their classroom together. Children who forget kit have access to spare kit kept in school. If children continually forget kit, parents will be informed.

### **Organisation of offsite visits (including inter school fixtures, festivals and competitions)**

The general requirements for Educational Visits / "Learning Outside the Classroom" apply to physical education or school sport events not on the school site. The school procedures for off site visits should be followed using EVOLVE and risk assessment processes.

The host school/ club/facility is responsible for completing the risk assessment for the activity and our P.E coordinator will oversee the risk assessment process for such events. Prior to the event, the school member of staff in charge will make themselves familiar with any implications of the host school assessment, clarify any issues with the host and ensure that the pupils (and parents where necessary) are made aware of any procedures to make the situation safe

### **Wet Weather Policy**

- . Lessons should be moved inside only when;
- There is potential risk to the children's safety; the surfaces are too slippery or the pupil's do not have appropriate footwear
- The weather will prevent effective learning and teaching
- There is a potential risk to health

Particular concern should be given to planning a lesson that will be safe in the alternate facility – soft balls, modified rules, different activity etc.

### **Swimming**

The school follows guidance issued by the Health & Safety Executive's (HSE) publication [Health and Safety in swimming pools](#). Further guidance and information can also be viewed on the [HSE website](#). We work closely with KAL swimming school to ensure risk assessments and processes are up to date and fit for purpose and review these on each new block of sessions in the pool.